

The aim of this Procedure is to describe the company's system for the management of high-risk work tasks requiring a Permit to Work (PTW).

A PTW system provides a means of managing the risks involved with high-risk work tasks. The implementation and management of an effective PTW system is an essential component of the company's commitment to providing a healthy and safe workplace. It should be noted, however, that issuing a PTW in itself does not make the job safe. The permit system requires thorough hazard identification and risk assessment as well as good communication and implementation of the documented controls in order to properly manage the risks associated with a high-risk work task.

This Procedure details the company's PTW system and applies to any work location where high-risk work tasks are required within a PBPL operated and/or maintained site (including PBPL vessels) or any situation in which a PBPL employee or PBPL-controlled supplier/contractor is required to undertake high-risk work tasks.

The PTW system does not apply to ships and other vessels visiting the Port of Brisbane that wish to perform hot works or overside maintenance work.

Permit to Work System

The company's PTW System provides a documented, systematic approach to the management of high-risk work tasks. This document specifies the functional requirements for the operation of the system. There are six supporting procedures that describe the processes for managing each of the following high-risk tasks:

- [Confined Spaces](#)
- [Electrical Safety](#)
- [Excavation and Digging](#)
- [Hot Work](#)
- [Plant Isolation](#)
- [Working at Heights](#)

A request for a PTW will involve the completion of the following documents:

- [Permit to Work form](#)
- [Control form/s \(for specific work tasks\)](#)
- [Written risk assessment](#)

A PTW register is used to track the status of all issued permits and for the allocation of a PTW number.

The 'PTW Form' is the leading document and has several functions:

- documents the persons/entity completing the work, the high-risk tasks involved, and the designated area and specific date and time the work is to be carried out
- provides a means of authorising, and closing-out a high-risk work task
- ensures that all persons carrying out the work have been informed and are aware of how the job is to be performed, the hazards involved and the chosen methods of control
- tracks, via sign on and off, the status of the work party.

The colour coded 'Control Forms' that accompany the PTW Form, set out what safety checks / control measures are to be used to ensure that the high-risk work task can be performed safely.

A [Transfer Form](#) is to be used in cases where the role of the on-site supervisor needs to change from one person to another. The Transfer Form may also be used by supervisors or Isolation Officers during a shift changeover process, where specific information about a PTW needs to be documented. If this is the case, the relevant details should be included within the 'Specific Instructions' column to highlight the nature of the transfer.

On the rare occasion that an on-site supervisor is unavailable to continue coordinating a PTW and is unavailable to transfer the PTW to a new on-site supervisor, a PBPL Permit to Work Authoriser will need to:

- make the necessary investigations as to the PTW's progress and safety issues
- communicate with the work party and new on-site supervisor the transfer information
- transfer the PTW on their behalf (by completing the "Transfer" section & "Specific Instructions" sections of the Transfer Form).

When is a Permit to Work Required?

A permit is required for all PBPL controlled work activities that involve one or more specified high-risk tasks covered by the PTW System. Appendix A illustrates when a PTW is required.

PBPL controlled work includes, but is not limited to the following work scenarios:

- work undertaken by PBPL people
- work undertaken by supplier/contractors or consultants as part of a service/maintenance arrangement
- work undertaken by supplier/contractors or consultants on a purchase order/one-off arrangement.

Permit to Work Process

A brief summary of the PTW process involves the following key steps:

- Work activity involving one or more specified high-risk tasks is identified.
- The following forms are completed:
 - PTW form
 - control form/s
 - a site/work activity specific written risk assessment/Safe Work Method Statement (SWMS)
- All completed forms are presented to the PBPL person who has engaged the supplier/contractor or PBPL workers who:
 - reviews the content of the site/work activity specific risk assessment/Safe Work Method Statement (SWMS), control form/s and PTW form, and when satisfied, directs the onsite supervisor to hand the documentation to the PBPL Permit to Work Authoriser.
 - Completes Section 3 of the PTW form.
- The PBPL Permit to Work Authoriser:
 - reviews the content of the site/work activity specific risk assessment/Safe Work Method Statement (SWMS), control form/s and PTW form, and when satisfied, the proposed work can be performed safely
 - registers the permit in the PBPL PTW Register in CREWS (TSHD *Brisbane* Register)
 - writes the PTW number (CREWS ID or TSHD *Brisbane* number) on all associated paperwork
 - completes Section 4 of the PTW form.
- The on-site supervisor then instructs the work party on the method of work and controls to be used, as per the site/work activity specific risk assessment/Safe Work Method Statement (SWMS) and control form/s.

- The on-site supervisor is responsible for all risk management on-site, including planned and necessary controls, and is responsible for the health and safety of those completing or impacted by all activities onsite.
- The work party sign on and off in Section 7 of the PTW form (confined space entry requires sign on and off on the [Confined Space Control Form](#) also).
- When the work is complete and all work party members are accounted for and have signed off on the PTW form the on-site supervisor completes Section 9 of the PTW form to withdraw the permit and returns all completed paperwork to the person who engaged the supplier/contractor or PBPL person.
- The person who engaged the supplier/contractor or PBPL worker reviews the returned documentation, completes Section 10 of the PTW Form and directs the onsite supervisor to the PBPL Permit to Work Authoriser to close the permit.
- The PBPL Permit to Work Authoriser reviews the returned documentation, completes Section 11 of the PTW Form and closes the permit in the PTW Register in CREWS or the TSHD *Brisbane* register.

Permit to Work Registers

Two separate PTW Registers will be maintained as follows:

1. Electronically in CREWS for all PBPL work sites except for the TSHD *Brisbane*
2. Electronic copy onboard the TSHD *Brisbane*

The role of the PTW Register is to provide a number allocation and tracking system for permits.

PBPL Permit to Work Authorisers are responsible for ensuring that the appropriate PTW Register is kept up-to-date at all times in terms of the status of all permits.

Permit Requesters

The person requesting a PTW whether they are a PBPL employee or supplier/contractor is responsible for the following:

- all risk management on-site, including planned and necessary controls, and is responsible for the health and safety of those completing or impacted by all activities on-site
- completing Sections 1 and 2 of the PTW Form
- completing the appropriate Control Form/s as required by the proposed scope of work
- presenting the completed forms along with a site/work activity specific risk assessment/Safe Work Method Statement (SWMS) or similar document to a PBPL authorised person
- discussing, clarifying and amending any of the documentation where reasonable
- ensuring that the PTW is formally issued and Section 4 of the PTW Form is completed by the PBPL authorised person
- communicating the work process and control requirements to the Work Party, prior to commencing work
- ensuring that the work party sign on and off in Section 7 of the PTW Form
- monitoring the implementation of control requirements and safety throughout the scope of work
- ensuring that plant isolation requirements are maintained during the work, where required
- ensuring that all work is complete, conditions are safe, and that the work party has signed off before completing Section 9 of the PTW form
- maintaining ongoing consultation with the PBPL authorised person as deemed appropriate and reporting any incidents, dangerous events, environmental or asset issues
- ensuring that all PTW documentation is maintained in an orderly manner and returned as part of the close-out of the PTW.

Person Engaging the Supplier/Contractor

The person engaging the supplier/contractor or PBPL worker's role includes, but is not limited to:

- reviewing the content of the PTW Form, control form/s and the written site/work activity specific risk assessment/Safe Work Method Statement (SWMS) for their completeness and appropriateness to the tasks involved
- clarifying the scope of the work activity, location and timing and verifying that the chosen control measures will allow the work activity to be performed safely
- discussing and requesting the amendment of the submitted documentation where deemed necessary
- consulting with the on-site supervisor as deemed appropriate during the scope of work
- signing Section 10 (Close-Out) of the PTW form when all works are completed.

Where PBPL directly procures supplier/contractors to perform work under PBPL control the PBPL supervisor/contact person is to determine whether or not the work will involve any specified high-risk work tasks that would require a PTW. The PBPL supervisor/contact person is to request from the supplier/contractor the following:

- a completed site/work activity specific risk assessment/Safe Work Method Statement (SWMS) or equivalent documentation
- completed PBPL control form/s
- a signed PBPL PTW form.

The PBPL supervisor/contact person is to monitor the supplier/contractor's methods of work and the implementation of the proposed controls to ensure that PBPL standards for health and safety are being achieved.

Permit to Work Authorisers

A current list of [PBPL Permit to Work Authorisers](#) is available on the Intranet on the [Permit to Work](#) page and in an appropriate location on board the TSHD *Brisbane*.

The PBPL PTW authorisers' role includes, but is not limited to:

- reviewing the content of the PTW Form, control form/s and the written site/work activity specific risk assessment/Safe Work Method Statement (SWMS) for their completeness and appropriateness to the tasks involved
- clarifying the scope of the work activity, location and timing and verifying that the chosen control measures will allow the work activity to be performed safely
- discussing and requesting the amendment of the submitted documentation where deemed necessary
- reviewing what other active permits exist according to the PTW Register, to ensure that multiple work activities can occur safely where applicable
- completing the required details in the PTW Register and allocating a unique PTW number to the work activity
- ensuring that each of the corresponding documents carries the correct permit to work number
- signing and dating Section 4 (PBPL Authorisation) of the PTW form, including detailing any conditions and the period of time the PTW is valid for
- consulting with the on-site supervisor as deemed appropriate during the scope of work
- signing Section 11 (Permit Close-Out) of the PTW form when all works are completed
- updating the PTW Register with the status of the permit and filing/scanning the PTW documentation.
- A PBPL Permit to Work Authoriser(s) must have the appropriate competency, technical skill and authority to issue Permits to Work as approved by the Chief Operating Officer.

PTW Awareness

PTW awareness training is undertaken as needed to ensure relevant people who are in operational roles or engage suppliers to perform operational activities/physical maintenance tasks are fully aware of the company's PTW system and all related procedures. Managers and Supervisors are responsible for ensuring their people are appropriately trained and that the Employee Training Matrix accurately reflects the requirements of the roles.

Appendix A – Specified High Risk Work Task Summary

